



BOARD OF SELECTMEN
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BOARD MEETING AGENDA
November 9, 2015

Selectmen Present: Nancy Carney, Chris Holman, Susan Silverman

Ms. Carney called the meeting to order at 6:58 p.m.

PRIMARY:

***** APPROVE MINUTES**
- November 2, 2015

Ms. Carney asked for a motion to approve the minutes and Mr. Holman stated that he had changes and made notes on the minutes. Ms. Carney stated that he needed to submit any changes to the minutes in writing.

Ms. Silverman made a motion to approve the minutes. Ms. Carney seconded. Ms. Carney - Yes, Mr. Holman - No, Ms. Silverman - Yes. Approved - 2-1

***** APPROVE MANIFESTS**

Ms. Silverman made a motion to approve the manifests. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

***** CONSTRUCTION PERMIT**
Map 28, Lot 17

Map 28, Lot 17 – Mr. Holman made a motion to approve the permit for Map 28, Lot 17. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

7:15 MEET WITH MARK STETSON
- Avitar Contract

Mark Stetson and Jonathan Rice met with the Board of Selectmen to review Avitar's new Assessor's Agreement. Mr. Stetson stated that as a result of the Board of Selectmen's concern that only a 2 year agreement was prepared, Mr. Stetson presented a 7 year agreement. The Town had been off cycle and the 2 year agreement was to get the Town back on track. Discussion was held on time of update and the state law governing the assessment review year – can petition the state. Mr. Stetson stated that under state law we are obligated to update in 2017 and our assessment review was scheduled for 2018.

Ms. Silverman asked that Ms. Favreau contact the DRA and ask to move our 5 year assessment from 2018 to 2017 the same year as our update. Mr. Holman asked about the additional costs as this was his first year going through the process. Mr. Stetson reviewed the process. Mr. Stetson reviewed the 7 year Assessor's Agreement.

Ms. Silverman asked about changes that were made to some of the property cards and the Town wasn't made aware before the changes were made. Mr. Stetson stated that this issue was discussed with the Board of Selectmen previously. Ms. Silverman shared that she remembered the conversation and apologized.

Ms. Carney shared that it was important to have times that are convenient for people to have their interior visits. Mr. Stetson stated that it was important for them as well but they don't offer outside of the workday appointments upfront. They make a list of the people that can't meet during the day. Mr. Stetson shared that sometimes people have a simple question that can be

answered over the phone and it is important that people aren't slipping through the cracks. Ms. Silverman shared that if we could have this information by the 15th of the month we could put the information in the newsletter to help get the word out ahead of time.

Mr. Holman asked about the mosaic system and Mr. Stetson discussed the market value of Fitzwilliam and what the State looks at. Mr. Holman asked if the fee for utility work was new and Mr. Stetson replied "no" and explained the fee. Mr. Holman also asked if pipeline work was included and Mr. Stetson replied "no" and discussion was held on what the pipeline would add to the cost. Mr. Holman asked Mr. Stetson if he had a key to the Town Hall and Mr. Stetson replied "no".

Ms. Carney asked if there were any other questions regarding the contract. Mr. Holman asked about Avitar's office hours at the Town Hall. Mr. Stetson stated that it hadn't been needed as most questions could be answered over the phone and from an inspection standpoint – can be addressed pretty quickly – have staff in the area.

Mr. Holman stated that he agreed with Ms. Silverman that communication was key and the idea of office hours made it seem that they were approachable but he understood why that doesn't work for them. Discussion was held on the need and option for office hours and contact information. Ms. Favreau stated that she was confident in being able to answer questions on the assessment card.

The Selectmen discussed the possible sale of the Concord Industries building and discussion continued on the last time Avitar was at the property, depreciation of the building, current value, importance of putting back on the tax roll, and whether or not revenue was received by the current owner.

Ms. Carney thanked Mr. Stetson and Mr. Rice for meeting with them.

The Selectmen discussed the contract and their relationship with Avitar.

Ms. Silverman made a motion to approve the 7 year contract with Avitar. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau asked about the Mapping Contract with Avitar and stated that she would like to get that settled. Ms. Favreau would contact Mr. Stetson for another copy of the Mapping Contract.

8:00 MEET WITH GENE CUOMO

- **Highway and Transfer Station Budgets**
- **Precision Weather Forecasting Contract**
- **Discuss adopting a snow removal and plowing contract**

Precision Weather Forecasting Contract – Gene Cuomo shared that he had spoken with Rich Nelson of Precision Weather Forecasting about utilizing their weather service for the Town. Ms. Favreau stated that laptops had been ordered. Discussion continued on the type of computer, memory, etc. Ms. Favreau shared that she personally had to pay for the laptops, as they were ordered directly from DELL. Mr. Cuomo asked about an email address and Ms. Favreau asked what Mr. Cuomo wanted the email address to be and shared that the cost would be \$50. Discussion was held on what the email address could be and it was agreed that fitzhwy@fitzwilliam-nh.gov would be the new email address for Mr. Cuomo. The Selectmen reviewed the annual service agreement for Package A, which was the basic service at an annual cost of \$995 per year. Discussion was held on what services were contained in Package A.

Ms. Silverman made a motion to accept the Weather Forecasting Contract. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Mr. Cuomo gave an update on road projects: paving was done on West Lake Road; extra paving was done on East Lake Road, the salt shed was fixed and Templeton Turnpike was the next project. Mr. Cuomo reported that mowing was almost done and it was better to hire this work out. Mr. Cuomo stated that Mattson Mowing expressed interest in one of his old rusty plows and was interested in bartering. Mr. Cuomo shared that he had traded with John Holman and Harry Damon in the past.

Mr. Holman made a motion to authorize Mr. Cuomo to barter the plow in exchange for some mowing. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Mr. Holman asked about best practices with contracting for mowing and Mr. Cuomo explained what the state allowed and discussion continued on mowing practices. Mr. Cuomo shared that they are required to have liability insurance.

Discuss adopting a snow removal and plowing contract – Mr. Cuomo and the Selectmen reviewed and discussed a snow removal and plowing contract used by the Town of Hampstead. Mr. Cuomo shared the need to require that contractors have liability insurance. Mr. Cuomo stated that he and Ms. Favreau would create a snow removal and plowing contract. Mr. Cuomo shared that one could be made for mowing as well.

Discussion continued on mowing, weeds and Mr. Cuomo's process. Ms. Silverman asked about road projects for 2015 – 2020 and asked Mr. Cuomo to update for CIP.

Mr. Cuomo shared that he spoke with Henry Underwood regarding a culvert inventory and have come up with a template. Mr. Cuomo stated that he would also do a road update in conjunction with measuring the roads. Ms. Carney asked about lower Templeton Turnpike and Mr. Cuomo stated that it was a Class VI road and was not maintained. Discussion continued on google, GPS, and plowing routes.

Mr. Cuomo reported that the Highway Department would fix the handicap ramp – the rotten hangers would be replaced and bolts tighten up along the ramp.

Ms. Carney asked if the benches would be left in the Depot Common and discussion was held on where they would be stored.

Highway and Transfer Station budgets – Mr. Cuomo reviewed the Highway budget. Mr. Cuomo talked about the State and other towns paying highway employees to be on call. Mr. Cuomo stated that this idea was for morale and that he was requesting \$1,200 and that his guys are locked in December 1st to March 31st. Mr. Cuomo was asking for \$25 per week for 3 guys at a cost of \$400 each and that they are on call from 3:30 p.m. until 7 a.m.

Mr. Cuomo shared that this went back to the study by MRI and his guys felt like they were kicked in the teeth and that they are on the bottom rung. Mr. Cuomo stated that this was how they feel and he wanted to do something to boost morale. Mr. Holman asked if they come in late at night – was it a 3 hour minimum and Mr. Cuomo replied “no”. They are paid for 2 hours and he would never pay someone 1 hour. Ms. Silverman stated that more likely to call people in and Mr. Cuomo shared that he would be more of a manager. Mr. Cuomo did all of the salting and has taught Ryan Chamberlain and now Mr. Chamberlain and Chris Sylvia would take this over. Mr. Cuomo stated that the Selectmen could discuss this tonight and make a decision – that was why he was bringing it up.

Ms. Carney stated that the Selectmen would discuss and that she doesn't have a problem with it. Ms. Carney discussed essential and non-essential employees and felt that the Highway Department was essential. Mr. Holman stated the need to be careful in how it was worded so that we don't pit one department against another. Ms. Carney would like to find out how other towns handle on-call pay and stated that it was tough on plow guys to be on-call 24/7. Mr. Holman asked Mr. Cuomo if he had any ideas on scenic roads and Ms. Carney stated that it had come up at Planning Board and the rules were tough. Ms. Silverman asked about other towns that are similar to us and Mr. Cuomo stated that he didn't know which towns were similar. Mr. Holman stated that his concern was that there are certain rules when a person was on call and asked about other options. Ms. Silverman stated that it was a small amount of money to boost morale.

Salary and benefits are up due to the hiring of a 4th employee. The Highway Department is fully staffed.

Line 380 – Hired Equipment – increase of \$3,000 – hired a mower and that \$2,000 would be street sweeping.

Line 440 – Rentals/Leases – last year for the truck lease.

Line 610 – General Supplies – Cleaning supplies were purchased. They do all of their own maintenance.

Line 685 – Materials – for gravel, patch, used a lot of hot mix. Took a lot of rocks out of the roads.

Line 688 – Culverts - had to purchase metal – have lots of plastic. Mr. Holman asked about the culvert at Boyce's Pond and discussion was held on work done by the State, DES approval, water flow, etc.

Ms. Silverman asked if Mr. Cuomo had plans for the beach and he stated that granite curbing would be put in during the spring.

Mr. Cuomo reviewed the Transfer Station budget and reported that the budget was less.

Line 318 – Labor/Contracted Services – Mr. Holman asked about the decrease. Mr. Cuomo stated that they are saving money – using Monadnock Disposal.

Line 684 – Uniform Purchase/Clean - Ms. Carney asked if there was enough money in the budget to purchase boots. Mr. Cuomo reported that his guys have eye protection and they have ear protection and they haven't purchased their boots yet. Mr. Cuomo shared that he might purchase 2-3 shirts that say “Transfer Station” on them.

Mr. Cuomo asked about the purchase policy and shared that he hears all of this stuff going on and that it is hard for him to follow the policy. Ms. Carney stated that it was an attempt to make sure that people have an opportunity to bid on things. Mr. Cuomo shared that he has been doing his job for 17 years and has pretty much the same vendors. Ms. Carney stated that it was a reminder of the policy. Mr. Cuomo also shared that he has had a relationship with certain contractors for years. Now, the Board of Selectmen have problems – Mr. Cuomo has certain people that he uses and he doesn't necessarily put in a bid

for sand, as John Holman had the best price. Mr. Cuomo stated that purchases are made from the same vendors and that he trusts them. Mr. Cuomo stated that we are a small town and he knows there are differences but hopes the Board of Selectmen can come to a resolution and put their personal differences aside and run the Town. It has gotten to the point that it is affecting other Department Heads and Departments. It shouldn't be this way. Mr. Cuomo also stated that he supports the Board of Selectmen and that work needed to get done and to stop bickering. Mr. Cuomo asked the Selectmen to try to work together and end the grid lock. Mr. Cuomo shared that he would do what he could, it bothered him as he cared about the Town and that he has worked for lots of different boards. Mr. Cuomo asked the Selectmen to stop fighting among themselves and if they can't agree to at least be civil.

NON-PUBLIC SESSION - DISCUSS EMPLOYEE EVALUATION - RSA 91-A:3 II(a)
- **Road Agent**

At 8:49 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 9:11 p.m. Mr. Holman made a motion to leave non-public session and seal the minutes. Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

SIGN PROPERTY TAX WARRANT

The Selectmen reviewed and signed the Tax Collector's Warrant – Property Tax Levy. Ms. Favreau stated that tax bills would be sent out sometime this week and would be due December 14, 2015.

DISCUSS REPAIR QUOTES – POLICE DEPARTMENT
- **2009 Police Cruiser**

The Selectmen reviewed the quotes received from J&J Auto Body LLC in the amount of \$456.28 and Gary's Auto in the amount of \$427 for the repairs to the 2009 Crown Victoria. Discussion was held on the safety repairs to be done. Mr. Holman asked about Gary's Auto. Ms. Carney shared that they have been repairing cars for about 4 years and are very busy. Mr. Holman stated that if they are reputable to go with them and they were a town business. Ms. Carney asked Ms. Favreau to contact Chief Leonard DiSalvo and let him know that the Selectmen would like the repairs to be done by Gary's Auto.

UPDATE ON CEMETERY EXPENDITURE REQUEST
- **Tree removal**

Ms. Favreau reported that the Cemetery Commissioner's recommendation was to have John Holman perform the work. Ms. Carney stated that it was fine. Ms. Carney reported that the truck not only has a dent, but there is a hole and that quotes are being obtained. Mr. Holman asked how this affects the Town's insurance and discussion continued on insurance, repair needed, and quotes. Ms. Favreau asked if we needed to get more forceful and have Mr. Cuomo take care of. Ms. Carney reported that the Cemetery Commissioners have dealt with the complaints and have taken care of the issue. The Cemetery Commissioners would like to schedule a meeting with the Selectmen. Ms. Carney asked that the Cemetery Commissioners look at the trailer to make sure there is no damage.

REVIEW MEMO FROM FIREWARDS
- **Donation**

The Selectmen reviewed the memo from the Firewards regarding accepting the new cardiac monitor. The purchase was a combination of half Town funds and half Association funds.

Mr. Holman made a motion to accept the new cardiac monitor and to allow the trade in of the old cardiac monitor. Ms. Silverman seconded. Ms. Carney - recused, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 2-0

BUDGET DISCUSSION
- **Cemetery and Library Budgets**
- **Memo from Firewards – Salary**

The Selectmen reviewed the memo from the Firewards regarding the new wage and salary scale. The Firewards want to meet with the Selectmen to discuss. Mr. Holman asked if the salary would reflect the current position. Ms. Carney stated that she didn't know what the Firewards would do. Discussion was held on pay rate, certifications and the probation period.

Ms. Carney shared that the Firewards wanted to offer incentives for those that have been there for years and that pay was based on the job description.

The Selectmen reviewed and discussed the Cemetery and Library budgets. Ms. Carney stated that she would bring back information from the Budget Committee meeting to the Selectmen to see if there were questions.

PIPELINE

- NH Site Evaluation Rulemaking Process

Ms. Favreau shared the email from Tad Putney regarding NH Site Evaluation Rulemaking Process and the Selectmen reviewed and discussed. Mr. Holman was concerned that Attorney Arthur Cunningham was the contractor for the Town and that he was getting this information on the Town's dollar. Ms. Silverman updated the Selectmen on the meeting. Ms. Carney asked that a friendly reminder be sent to Attorney Cunningham asking that he email any updates to the Board of Selectmen. Mr. Holman asked if the Town was paying for every time Attorney Cunningham was sharing this information. Ms. Silverman shared that the Coalition didn't know about this meeting and Attorney Cunningham knew about it because he was following up on this. Discussion continued on meetings and letters regarding FERC.

CHRIS HOLMAN – REQUESTING PLANNING BOARD TO APPOINT REPRESENTATIVE TO SWRPC

Ms. Carney stated that she would make the recommendation to the Planning Board to appoint a representative to SWRPC when they have a full board. Mr. Holman asked that Ms. Carney convey to the Planning Board that it was important to have someone representing the Town. Ms. Carney stated that Terry Silverman didn't want to act on this as the Planning Board barely had a quorum and it wasn't on the Agenda. Ms. Carney would bring up at the next meeting.

DISCUSS EMAILS FROM CHRIS HOLMAN

- **Trail project funding**
- **FERC Filing by Town of Amherst**
- **Kinder Morgan Meeting – Richmond Conservation Commission**
- **Government Grants**

Trail project funding – Ms. Carney shared that Ms. Favreau had contacted a representative from the Town of Swanzey but hasn't had a response.

FERC Filing by Town of Amherst – The Selectmen reviewed and discussed.

Kinder Morgan Meeting – Richmond Conservation Commission – The Selectmen reviewed and discussed. Ms. Favreau shared that she had contacted Rick Van de Poll for an update but hasn't had a response.

Government Grants – The Selectmen reviewed and discussed.

DISCUSS EMAIL FROM CHIEF DISALVO

Ms. Carney reviewed the email from Chief Leonard DiSalvo asking that the incorrect statements made by Ms. Carney be removed from the minutes. Mr. Holman stated that Chief DiSalvo thought it was more of a review of him and his position and he thought it should be in non-public session. Ms. Favreau stated that comments about the department as a whole and not an individual isn't cause to go into non-public session. Mr. Holman stated that it made someone look poor. Ms. Favreau stated that discussing issues that the Board of Selectmen want to discuss wasn't affecting Chief DiSalvo's reputation. The Board of Selectmen have every right to discuss matters that they want to discuss regarding patrolling. Ms. Silverman stated that these are all viable things to talk about. Ms. Favreau shared that she doesn't interpret that as affecting his reputation. Ms. Carney stated that she was staying out of the discussion as Chief DiSalvo seemed upset at what she said and that she was just bringing up what people in the community were bringing up. Mr. Holman stated that someone reached out to him asking about replacing Chief DiSalvo. Ms. Carney reported that people are responding to a Facebook page wanting to bring back former Chief of Police Wayne Kassotis. Ms. Silverman stated that she wanted to be clear that nothing that was said was questioning the reputation of Chief DiSalvo.

Mr. Holman asked if the minutes could be put into non-public session. Ms. Favreau stated that nothing that was discussed was non-public discussion. Mr. Holman asked to read the Minutes of the October 26, 2015 Board of Selectmen Meeting.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(c)**

At 9:45 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 10:10 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes. Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

OTHER BUSINESS:

CERTIFICATE OF OCCUPANCY - Map 27, Lot 20 – Ms. Carney reported that the property had been inspected. Ms. Silverman made a motion to approve the Certificate of Occupancy for Map 27, Lot 20. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

REVIEW HOLMAN CONTRACTING & LANDSCAPE MATERIALS, INC. INVOICE AND DONATION

STONE REMOVAL – BRUCE VAAL

Ms. Silverman made a motion to adjourn the meeting at 10:10 p.m. Mr. Holman seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Nancy Carney, Chairman

Chris Holman

Susan Silverman
Board of Selectmen